



## **ENGINEER ADMINISTRATOR, ENVIRONMENTAL (DH)**

### **Characteristics of Work**

This is administrative, professional and technical environmental engineering work involving the implementation of federal, regional and statewide programs for the control of drinking water, air and water pollution, or other environmental activities. Employees in this occupational class are usually responsible for administering the activities of a major, technical engineering division. The work affords considerable opportunity for participating in the formulation and administration of major policy decisions in a division and/or department. Employees in this occupational class make final, technical engineering decisions within the scope of the policy of the department in which they are employed. The work involves frequent contacts requiring a high level of tact and judgement with federal, state, county and municipal officials, consulting engineers, industrial officials, developers, water and sanitary system operators and the general public. The work is performed under the direction of an office head or other administrative superior.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Plans, directs, and controls major environmental programs such as air pollution control, water pollution control, or waste management.

Trains subordinate section heads in supervisory and management skills and other section head duties.

Participates in negotiation of permit condition limitations with affected municipalities, industries or commercial operations.

Advises federal, state and local government representatives, consulting engineers and others on methods of ensuring safe drinking water, controlling air and water pollution and other environmental activities.

Designs compliance assurance plans for projects used in designing sections of the overall air and water pollution control plan.

Conducts performance appraisals of subordinate personnel.

Develops or participates in the development of division program plans, programs goals and annual division budget; prepares progress reports of program goal attainments and budget status.

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. These essential functions include, but are not limited to, the following.**

1. Supervises upper level personnel.
2. Performs administrative duties.
3. Provides technical management for programs.
4. Assists office head and other state and local officials.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Sedentary Work:** May occasionally walk or stand and/or occasionally move light objects, materials, etc.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or bend.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

#### **Experience/Educational Requirements:**

**Licensure:**

Possession of a valid certificate of registration as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers is required.

**AND**

**Experience:**

Four (4) years of experience in engineering as a registered Professional Engineer.

**Documentation Requirements:**

Applicant must attach a valid copy of his/her certificate of registration as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers.

#### **Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.